



State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

February 7, 2006

**PPL No. 06-002**

**TO: ALL LOCAL GOVERNMENTAL AGENCY TARGETED CASE  
MANAGEMENT COORDINATORS**

**SUBJECT: TCM INVOICE DUE DATES**

The purpose of this Policy and Procedure Letter (PPL) is to inform each Local Governmental Agency (LGA) of the due dates for Targeted Case Management (TCM) invoices. This PPL is consistent with PPLs on TCM Invoice Due Dates from previous years and is meant to apply to all subsequent years until this requirement is amended or revoked.

Pursuant to Welfare and Institutions (W&I) Code, Section 14115, to be eligible for full reimbursement, an original invoice shall be submitted not more than six months after the month in which the service is rendered. To meet the six-month deadline, encounters must be entered into the TCM System and invoices must be postmarked to the California Department of Health Services (DHS) within six months from the end of the month in which the service was provided. DHS considers the submittal date to be the date the invoice is postmarked. Invoices postmarked after the six-month limit will be reduced in reimbursement.

Reimbursement for invoices submitted between seven and twelve months after the month of service shall be reduced as follows:

- The amount of reimbursement shall be reduced by 25 percent for invoices postmarked to DHS during the seventh through the ninth month after the month of service.
- The amount of reimbursement shall be reduced by 50 percent for invoices postmarked to DHS during the tenth through the twelfth month after the month of service.

- Invoices postmarked to DHS later than the end of the twelfth month following the month of service are not eligible for reimbursement.

To satisfy the invoice submittal requirement, invoices must be postmarked according to the enclosed invoice postmark schedule.

Pursuant to W&I Code, Section 14115(a)(b) and (f), reductions to invoices submitted between the seventh and the twelfth month after the month of service will apply, except as follows:

- A patient does not identify himself or herself to the provider as a Medi-Cal beneficiary within four months after the month in which the service was rendered.
- The Director of DHS finds that a delay in the submission of invoices was caused by circumstances beyond the control of the LGA.
- A state of emergency has been declared by either the President of the United States, the Governor or the Director, due to destruction, loss or inaccessibility of data as a result of the emergency situation.

If the reason for the late invoice meets one of the preceding exceptions, and the LGA chooses to appeal, the LGA coordinator must submit a written request to:

Ms. Linda Battles, Chief  
Targeted Case Management Unit  
Department of Health Services  
1501 Capitol Avenue, Suite 71.4001  
MS 4601  
P.O. Box 997417  
Sacramento, CA 95899-7417

Because the invoice deadlines are based on the month of service, DHS recommends that invoices be submitted on a monthly basis. Specific deadline for each fiscal year are available on the TCM website: [www.dhs.ca.gov/tcm](http://www.dhs.ca.gov/tcm).

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If you have any questions, please contact Ms. Linda Battles, Chief, Targeted Case Management Unit, at (916) 440-7691 or at [LBattles@dhs.ca.gov](mailto:LBattles@dhs.ca.gov).

Sincerely,

**Original Signed by Elizabeth Touhey**

Elizabeth Touhey, Chief  
Administrative Claiming, Local  
and Schools Services Section

cc: Ms. Susan Ruiz  
Health Insurance Specialist  
Centers for Medicare and Medicaid Services  
75 Hawthorne Street, Fifth Floor  
San Francisco, CA 94105

Mr. Brian Burdullis, Accountant  
Division of Medicaid and Children's Health  
Department of Health and Human Services  
Centers for Medicare and Medicaid Services  
801 I Street, Room 210  
Sacramento, CA 95814

Ms. Cathleen Gentry  
MAA/TCM Consultant  
Local Governmental Agency  
455 Pine Avenue  
Half Moon Bay, CA 94109